Job Title:	Ground Mechanic	**Wage/Hour Status:**	Non-Exempt
Reports To:	Grounds Supervisor	**Pay Grade:**	Based on qualifications: Maintenance: Mechanic
Dept. /School:	Maintenance Department	**Date Revised:**	11/9/26

Primary Purpose:

Perform mechanical repairs with minimal supervision to ensure proper performance and safety of district vehicles. Work on projects assigned. Follow established procedures.

Qualifications:

Education/Certification:

High School Diploma or equivalent.
Mechanic 1 requires one A, H, S or T group ASE Certification or equivalent.
Mechanic 2 requires minimum of two A, H, S or T group ASE Certifications or equivalent, or 5 years verifiable experience and 1 ASE certification that must remain current.
Mechanic 3 requires minimum of four A, H, S or T group ASE Certifications or equivalent, or with 10 years of verifiable experience and 2 ASE certifications that must remain current, or 15 years verifiable experience and 1 ASE certification that must remain current.
Master Mechanic requires A, H, S or T group ASE Master Certification.
If equivalent and or experience is used for pay grade placement, at least one (1) ASE certification must be obtained within one year of employment and maintained current. ASE placement requires all certifications to remain current until experience level/ASE requirement become applicable.
Must possess minimum standard of tools for position.

Special Knowledge/Skills:

Ability to diagnose mechanical problems and perform repairs with general supervision.
Ability to operate equipment and tools involved in vehicle repair.
Ability to lift heavy equipment and vehicle parts.
Ability to pass alcohol and drug test.
Acceptable driving record.

Major Responsibilities and Duties:

Maintenance and Repair:

1. Use diagnostic equipment to evaluate mechanical problems in vehicles.
2. Perform mechanical repairs.
3. Do welding and minor bodywork.
4. Service vehicles according to established preventive maintenance schedule. Rotate and balance tires; change oil and filters; lubricate vehicle parts; inspect and replace hoses, belts, mirrors, lamps; and maintain all fluid levels.
5. Inspect vehicles and evaluate condition of systems, equipment, accessories, and lights; service as needed.
6. Demonstrate a systematic process of preventative maintenance and visual inspections.
7. Perform routine vehicle and equipment maintenance and preventative care.

Safety:

8. Operate tools, equipment, and machinery according to prescribed safety procedures.
9. Follow established safety procedures and techniques to perform job duties including lifting, climbing, etc.
10. Help keep shop, equipment, and tools in clean, secure and in a safe operating condition.
11. Correct unsafe conditions in work area and report any conditions that are not correctable to supervisor immediately.

Other:

12. Operate buses and vehicles as needed.
13. Maintain accuracy of time, records and materials required to perform repairs and service.
14. Perform cleaning functions to maintenance facilities.
15. Respond to roadside malfunctions in a timely manner and make repairs on-site or conduct proper towing/recovery operations.
16. Other duties as assigned.

Supervisory Responsibilities:

Supervise Apprentice/Helper (when applicable)

Equipment Used:

Automotive diagnostic equipment, wheel balancing equipment, tire repairing equipment, small hand tools, drills, drill press, grinder, air-powered tools, welding torch torque wrench, jacks and lift equipment. District vehicles, Telephone, Grounds Equipment, Computer

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Lift 80 pounds. Moderate walking, standing, climbing, heavy lifting, carrying, stooping, bending, kneeling and reaching. Work outside and inside, around moving objects, vehicles, and machinery with moving parts.

NOTE: The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, or skills that may be required.